


# VACANCY NOTICE

#3016

CS-376 REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

A010313

Description of Position	TITLE OF POSITION: <b>Principal E &amp; T Interviewer</b>	CLASSIFICATION CODE: 02792400
	SALARY RANGE: (Gr.323 A) \$42006-\$48047 Annually	REFERENCE POSITION NO.: 1680-50101-4004
	Department or Agency Name <u>Labor and Training</u>	APPLICATION PERIOD: <b>1/14/13 thru 1/18/13 by 4:00pm</b>
	Division/Section/Unit <u>Workforce Development</u>	<b>Local 401 Employees: Three day grace period ends at 4:00pm on 01-21-13</b>
	Assignment(s) / Comments	
General Information to Candidate	Shift and Days: <u>Monday thru Friday 8:30am-4:00pm</u>	Job Location: <u>Any Network RI Office</u>
	Restrictions/Limitations: _____	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____	
	Name of Bargaining Unit Union: <u>Rhode Island Employment Security Alliance, Local 401</u>	
	There is <u>    </u> is not <u>X</u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
Statement of Duties	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
Minimum Education & Experience	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>	
	<b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.	
	<b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).	
Where to Apply	<b>DUTIES / RESPONSIBILITIES:</b>	
	To provide employment counseling to clients experiencing difficulty with vocational change, choice or adjustment; to provide clients with assistance in formulating vocational goals and/or plans directed toward employment or training; to administer, score and interpret agency tests during the vocational counseling process; to assist a hearing officer in resolving the more complex unemployment insurance and temporary disability insurance disputed claims; and to do related work as required.  <b>**For additional information, the job description is available at <a href="http://www.hr.ri.gov/classification/jobspecs.php">www.hr.ri.gov/classification/jobspecs.php</a>**</b>	
Where to Apply	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <b>Education:</b> Such as may have been gained through: graduation from a college of recognized standing with specialization in personnel, business, or public administration, or the behavioral or social sciences, or a closely related field; and <b>Experience:</b> Such as may have been gained through: employment in a position responsible for conducting interviews of a fact-finding or investigatory nature; or providing technical employment and training services; or employment as a personnel generalist including responsibility for selection, interviewing and/or career advising. <b>Or</b> , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>EMAIL OR MAIL YOUR RESUME OR CS-14 APPLICATION TO:</b> Lisa Kearns Department of Administration Office of Personnel Administration One Capitol Hill, 3rd Floor Providence, RI 02908	
	Email: <a href="mailto:LK-resume@hr.ri.gov">LK-resume@hr.ri.gov</a> TTY/TDD #: 7 1 1 (Telecommunication Device for the Deaf)	
<div style="text-align: center;">  </div>		
<b>STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER</b>		